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ABSTRACT

The Moraine Area Career System (MACS) Tech Prep Applied Academics Core project was undertaken to develop a written replicable model core of applied academics for selected vocational-technical programs that would emphasize Illinois goals for learning and technical content (including critical and computer literacy). A tech prep advisory council identified and documented local academic technical standards. Tech prep teams, consisting of faculty from area secondary schools and Moraine Valley Community College, jointly developed an academic/technical core and implementation strategies for core infusion. A series of measurable objectives were identified, resulting in articulation of high school courses for college credit, and 20 college courses were articulated in business, home economics, and industrial technologies. Approximately 75 students have completed the requirements for certificates of proficiency credit, and 93 business/industry partners have signed up to work on the regional project over the next 3 years. Inservice training activities for academic and technical instructors, administrators, and guidance staff were developed and held. Workshops and tours of key industrial sites in the area were also held. (Appended are a sample certificate of proficiency credit, articulation agreements for individual courses, MACS Tech Prep business/industry directory, publicity materials, and MACS program brochures.) (MN)

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MORAINE AREA CAREER SYSTEM (MACS)

TECHNOLOGY PREPARATION FINAL REPORT

FOR 1992

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ED 362 704

A. Official Project Title: MACS TECH PREP - An Applied Academics Core.

B. Funding Agreement: JMA0500

C. Project Director: David Corbin

D. Funding Agency: Moraine Area Career System (MACS) - Moraine Valley Community College (MVCC)

E. Location of Funding Agency: Moraine Area Career System
Moraine Valley Comm. College
10900 South 88th Avenue
Palos Hills, Illinois 60465

F. Time Period Covered: July 1, 1991 - June 30, 1992

G. Goals/Procedures of the TECH PREP Project and the Relevancy to Vocational Education

Objective: Development of a written replicable model core of applied academics for selected programs. This model emphasizes integration of State goals for learning and technical content, including critical and computer literacy.

Procedures:

1) Development of a TECH PREP Advisory Council to identify and document local academic technical standards.

2) Development of TECH PREP teams (faculty from secondary and post-secondary schools) to collaborate on the development of an academic/technical core and implementation strategies for core infusion.

3) Develop a selection process for participation based on criteria from the TECH PREP Advisory Council and recommendations from the Guidance Counseling Staff and the Truant Alternative Options Education Program (TAOEP) Coordinator.

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4) Conduct inservice activities preparing equipment purchases and bid specifications.

5) Development of a model for academic and technical core for select program clusters for State use and distribution by DAVTE.

G. **Relevance to Vocational Education:**

Initially, the project began with the development of a definition/vision for a Model Tech Prep Program in the region. After the development of the long-range vision, work began based on the objective and procedures. The following is a summary narrative of the goals and relevance to Vocational Education.

After an initial meeting with Ms. Peggy Pool, Illinois State Board of Education Consultant work began on the Tech Prep vision. A team of individuals representing the secondary and post-secondary levels was convened. The team included the Regional System Director/Tech Prep Director, Dean of Business Industrial Technology for Moraine Valley Community College, chairperson of the regional advisory council and department chairs from four programs at Moraine Valley Community College. During a lengthy meeting, discussions centered on accomplishing certain tasks toward the Tech Prep Objective, and that this initiative would require a minimum of three years to initiate.

Following the planning session the Tech Prep Director and the four MVCC Consultants reviewed the literature and attended meetings held around the State during the Fall Semester. Through the assistance of the four consultants extensive Tech Prep information was gathered and was used as a foundation of the project. During the months of November, December, January, and February the Tech Prep Director and consultants delivered inservice to Business/Industry and Educational groups. At each meeting of the MACS Vocational Administrative Council the topics of Tech Prep were reviewed with a progress report. The results of the meetings have been the development of a strong understanding and support for the initiative.

The Tech Prep initiative was reviewed by all inserviced as a strengthening process for academic and technical education. An understanding was developed for a need to strengthen academics and technical programs at both the secondary and post-secondary levels.

H. **Major Accomplishments of the Tech Prep Project:**

1) Development of a Tech Prep Advisory Council to identify and document local academic, technical standards for employment.

Accomplishment: Following a two-hour meeting of potential Business/Industry partners, individuals and their companies were contacted to establish various levels of understanding and support for the initiative. Approximately 93 Business/Industry partners have signed up to work with the region for the next three years.

2) Development of Tech Prep Teams (faculty from secondary and post-secondary schools) to collaborate on the development of an academic/technical core and implementation strategies for core infusion.

Accomplishment: Teams of secondary and post-secondary teams were developed and convened during the year. Each team reviewed curriculum at both levels for duplication of course/program objectives and competencies. A series of measurable objectives were identified, resulting in articulation of high school courses for college credit. Twenty (20) college courses were articulated in Business, Home Economics and Industrial Technologies. Approximately 75 students have completed Certificates of Proficiency Credit. Students will be issued college credit based on a letter grade of "A" or "B" and their teacher's certification of mastery for a listing of measurable objectives found on each articulation agreement Certificate of Proficiency Credit. Once course work is completed at the community college level, students have the option of continuing their education at several four-year universities in the area.

Groups of academic and technical instructors also participated in science integration and technical workshops. Seventeen (17) instructors reviewed curriculum and materials during the workshops. Each instructor also participated in several group experiences using science integration curriculum and materials.

3) Developed a selection process for participation based on criteria from the Tech Prep Advisory Council and recommendations from the Guidance and Counseling staff and the TAOEP Coordinator.

Accomplishment: Most guidance departments received Tech Prep inservice and solicited for input pertaining to their support and assistance in the selection process. The TAOEP staff were very receptive of the Tech Prep Initiative. The MACS Director/Tech Prep Director attended most 8th Grade Open House Events at ten high school sites. Displays that were developed, were constructed and set up during the school year at all ten sites and two shopping malls in the community.

4) Conduct inservice activities.

Accomplishment: After several meetings with the MACS Vocational Administrative Council plans were finalized for multi-day inservice seminars. Several days were spent in workshops with academic and technical instructors. At the conclusion of the multi-day workshops, tours were arranged with key industrial sites in the area. Half-day & full-day tours were conducted with academic and technical instructors.

5) Development of a model academic and technical core for select programs clusters for the State's use and distribution.

a) Using a state certified graphics development firm, a slide presentation defining Tech Prep was developed for future use with Business/Industry and Educational groups.

b) Three Tech Prep/Articulation displays were developed and used extensively in high school and in shopping malls.

c) Twenty Certificates of Proficiency Credit were developed and used during May, 1992. **(See Appendix A).**

d) A Business/Industry brochure was developed for use with partners. **(See Appendix B).**

e) An articulation brochure was developed and printed for use at registration time in the secondary schools. **(See Appendix C).**

f) A standard program of inservice with 2-pocket folders was developed for use with Business/Industry and Educators.

g) A directory was developed of individuals who will be participating in the Tech Prep Project for Business/Industry. **(See Appendix D).**

Evaluation/Impact:

Since this year has been primarily a planning year, the majority of our activities have centered on "getting the word out" about Tech Prep. It is estimated that 125 secondary and 9 post-secondary instructors have been contacted and informed of the MACS Tech Prep Initiative. About 60 administrators and counselors also received inservice for an understanding of the Tech Prep Project.

The greatest accomplishment may be with 75 students who may receive articulated college credit. Another 500 future high school students (8th graders and their parents) have also been informed of the Tech Prep Initiative and potential for articulated college credit, Business/Industry partnerships and academic/technical integration.

Resource Listing:

1) Material Resources: The following are items purchased for used in the Tech Prep Project:

   a) A complete set of Applied Communications materials;
   b) A complete set of Applied Mathematics materials;
   c) Several copies of the Tech Prep Associate Degree, by Dan Hall and Dale Parnell; and
   d) A complete set of applied Biology/Chemistry materials.

2) Human Resources

   a) Paid Participants: The following are individuals who were consultants to the project:

      • Mr. Paul Berlin - Instructor of NDE, Business/Industrial Technology Department of MVCC;

      • Mr. Robert Lewis - Department Chair of Electronics, Business/Industrial Technology Department of MVCC;

      • Mr. Richard Rackow - Department Chair of Automotive Technology, Business/Industrial Technology Department of MVCC and

• Mr. Michael Wade - Assistant Professor of Culinary Management & Hospitality Management, Business/Industrial Technology Department of MVCC.

b) Unpaid Participants: The following are individuals who contributed to the project without payment:

• Mr. David Corbin - Director, Moraine Area Career System, Tech Prep Director;

• Ms. Mary Ann O'Grady - Project Assistant, Moraine Area Career System;

• Dr. Richard Hinckley - Dean, Business and Industrial Technology Department;

• Ms. Marilyn Jenkins - Vocational Administrator of Consolidated High School District 230; and

•Mr. Lou Komer - Vocational Administrator of Community High School District 218.

Problems:

The greatest problem was getting the project started. The project is a large undertaking when you consider that over 15,000 students could be affected by the development in the region. Greater commitment is needed by all partners as this project evolves during the next two years.

Conclusions/Recommendations:

Develop a comprehensive vision of Tech Prep for the region.

Publicity:

Two news releases were sent out via the Public Relations Department of Moraine Valley Community College. An article was written and appeared in the March 30 issue of the·MVCC Staff Newsletter Valley View. **(See Appendix E).**

David Corbin, System Director and Tech Prep Director appeared on a cable news network show entitled "Welcome to the Future" and discussed the MACS Tech Prep Initiative and its future effects on Local Hospitality Businesses.

APPENDIX A

Moraine Area Career System
Tech Prep Associate's Degree

Certificate of Proficiency Credit

As the instructor, I am recommending that this student receive college credit per this agreement for:

Moraine Valley Community College Course for Proficiency Credit

Print Student's Name	Print Instructor's Name
Student's Address	Authorized Signature (Instructor or Vocational Admin.) Date
City State ZIP Code	High School Attended/Graduation Date
( ) Home Telephone	— — — Student's Social Security Number **Needed by the College**

For Office Use Only

Accepted High School Course	Moraine Valley Equivalent Course	Credit Hours

MACS Office Date	Center for Alt. Learning Date
Moraine Valley Registrar's Office Date	

White Copy: MACS Office
Yellow Copy: Student
Pink Copy: Moraine Valley Registrar
Gold Copy: Center for Alt. Learning

Please issue yellow copy to student and send all other materials to:

Director, Records Office
Moraine Valley Community College
10900 S. 88th Ave.
Palos Hills, IL 60465-9988

MORAINE VALLEY COMMUNITY COLLEGE
AND
MORAINE AREA CAREER SYSTEM

TECH PREP ASSOCIATE DEGREE
ARTICULATION AGREEMENT
FOR
DEPARTMENT OF BUSINESS

This articulation agreement among Moraine Valley Community College and the secondary schools of the Moraine Area Career System is intended to provide college credit for skills and knowledge attained at the high school level and to eliminate duplication of instruction across the region. High school students who obtain such credit are able to make a productive transition to the college level. All courses subject to articulation have been analyzed by faculty from both the secondary and postsecondary level and found to be equivalent.

Eligibility

1. Beginning with the High School Spring Graduating Classes of 1991, students who have completed high school and who have completed the high school course(s) listed under [A] with a letter grade of "B" or better will be granted college credit for the Moraine Valley Community College course listed under [B] which is part of the occupational program.

[A] **Regional High School Course(s)**	[B] **MVCC Course**	[C] **College Credit**
Intro. to Bus I & II and Marketing or MKT/Sales/MGT or MKT/Sales or Bus. MGT.	Bus. 100 - Introduction to Business	3 Credit Hours

Approved Programs
Associate in Applied Science Degree in Business Admin, Finance/Credit, Marketing & Merchandising, Real Estate and Industrial Engineering. Certificate Programs in Computer Programming, and Industrial Engineering Technology.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **BUS 100 - Introduction To Business** at Moraine Valley Community College as follows:

1. List and explain the basic characteristics of Capitalism.

2. Illustrate the historical development of the concept of corporate social responsibility.

3. Distinguish between different types of businesses.

4. Discuss the major governmental regulations of business.

5. Identify and describe the functions of management.

6. Explain the major theories of motivation.

7. Define a market and explain market segmentation.

8. Computer break-even points and cite basic pricing strategies.

9. Explain the three basic tools used by the federal reserve.

10. Relate the quantitative method (accounting, computers, and statistics) to the decision-making process.

11. Discuss international trade and multicultural corporations.

4/1992.

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Eligibility

1. Beginning with the High School Spring Graduating Classes of 1991, students who have completed high school and who have completed the high school course(s) listed under [A] with a letter grade of "B" or better will be granted college credit for the Moraine Valley Community College course listed under [B] which is part of the occupational program.

[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Accounting I & II	BUS 142 - Introduction to Accounting	3 Credit Hours

Approved Programs
Associate in Applied Science Degree in Business Admin, Bus. Computer Sys., Finance/Credit, Marketing & Merchandising, Real Estate, and Restaurant/Hotel Mgt. Certificate Programs in Computer Info. Science, AS/400 Specialist, Computer. Programming, and Private Protection Services: Supervisory.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **BUS 142 - Introduction To Accounting** at Moraine Valley Community College as follows:

1. Describe the purpose of the four basic financial statement, and statement of cash flows, telling the kinds of information presented in each.

2. Recognize and be able to indicate the effects of transactions or the elements of an accounting equation and their effect on owner's equity.

3. State the rules of debit and credit, applying the rules in recording transactions in a General Journal, posting to the Ledger and preparing a Trial Balance to test the accuracy of recording and posting.

4. Prepare adjusting entries for prepaid expenses, accrued expenses, unearned revenues, accrued revenues and depreciation.

5. Explain why a work sheet is prepare for a service type business and prepare entries to close the temporary accounts of a service business, prepare a post-closing trial balance to prove the accuracy of, the end of the period adjusting and closing procedures.

6. Explain the nature of each item entered into the calculation of cost of goods sold, calculate the cost of goods sold and gross profit from sales.

7. Explain the kind of transaction recorded in each columnar journal, also how a columnar journal saves posting labor.

8. Explain why internal control procedures are needed in a large concern, state the principles of internal control.

9. Calculate interest of a promissory note, discounting a promissory note and prepare the entries for receipt, payment and dishonor of a promissory note.

10. Calculate the cost of an inventory based on: a) Specific invoice price, b) Weighted-average cost, c)FIFO, d) LIFO.

11. Explain how a perpetual inventory system operates, the retail inventory method and the gross profit method.

12. Explain what is included in the cost of a plant asset, depreciation, and the four accepted methods of depreciation.

13. Explain and prepare the entries to record the purchase, sale/discard of a plant asset, wasting assets and intangible assets to include depletion and amortization.

4/1992.

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Eligibility

1. Beginning with the High School Spring Graduating Classes of 1991, students who have completed high school and who have completed the high school course(s) listed under [A] with a letter grade of "B" or better will be granted college credit for the Moraine Valley Community College course listed under [B] which is part of the occupational program.

[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Keyboarding I & II	IMS 100 - Keyboarding I	3 Credit Hours

Approved Programs

Associate in Applied Science Degree in Marketing & Merchandising, Mechanical Design Drafting/CAD.
Certificate Program in Educational Paraprofessional.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **IMS 100 Keyboarding I** at Moraine Valley Community College as follows:

1. Demonstrate knowledge of parts of typewriter (if appropriate) and their operation.

2. Utilize the keyboard effectively with eyes on copy.

3. Apply proper typing techniques, such as position and stroking.

4. Develop a typing speed of at least 26 WPM on a two and/or five minute timing with two or less errors, 100 percent proofreading.

5. Follow written and oral directions.

6. Identify and explain introductory theories of typing with at least 70 percent accuracy.

7. Complete daily exercises with correct format and errors circled or corrected.

8. Complete introductory production test, following procedures learned in class.

9. Complete intermediate production tests, following procedures learned in class.

10. Identify and explain intermediate theories of typing with at least 70 percent accuracy.

11. Develop a typing speed of at least 25-30 WPM.

4/1992.

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Eligibility

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[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Keyboarding III & IV	IMS 102 - Keyboarding II	3 Credit Hours

Approved Programs

Associate in Applied Science Degree in Secretarial Sciences. Certificate Program in Information Management: Office Information Systems, Administrative Assistant, Clerk Typist and General Office Clerk.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **IMS 102 Keyboarding II** at Moraine Valley Community College as follows:

1. Operate modern keyboard equipment rapidly and accurately.

2. Place and type business letters, interoffice communications, administrative communications, and forms by judgement in acceptable styles and under pressure of time.

3. Format and produce manuscripts, reports, and employment documents in acceptable styles.

4. Produce usable copy from straight, rough-draft, script, and statistical work.

5. Apply proofreading, composing, and punctuation skills to typing projects.

6. Follow written and oral directions.

7. Develop interpersonal skills by working cooperatively with peers and instructor.

8. Develop pride and conscientiousness in work produced.

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[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Office Procedures and Technology.	IMS 114 - General Office Procedures	3 Credit Hours

Approved Programs
Certificate Programs in Clerk Typist and General Office Clerk.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

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4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **IMS 114 General Office Procedures** at Moraine Valley Community College as follows:

1. Prepare statistical tables.

2. Prepare business forms such as invoices, account statements, purchase requisitions, and memorandums.

3. Type letters in various styles.

4. Use alphabetic, geographic, subject, and numeric filing systems.

5. Use a follow-up system.

6. Write checks, prepare deposit slips, identify types of endorsements.

7. Maintain a petty cash record, reconcile a bank statement, prepare income and balance sheets.

8. Use microcomputers for routine data entry tasks.

9. Obtain information concerning job opportunities, write a letter of application, prepare a data sheet, fill out an application, and write a follow-up letter.

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[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Microcomputer Applications I & II	IMS 115 - Computer Applications	3 Credit Hours

Approved Programs
Assoc. in Appl. Science Degrees in Bus. Admin., Finance/Cred., Bus. Comp. Sys., MKT. & Merch., Rest./Hotel Mgt. and Indust. Engineering Tech. Certificate Programs in most Info. MGT. prog., most Industrial Engineering Technology programs, Leisure Serv. Careers: Recreation Leadership & Travel/Tourism.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **IMS 115 Computer Applications** at Moraine Valley Community College as follows:

1. Identify the principal components of the microcomputer and their functions.

2. Discuss computer software and explain the difference between application software and system software.

3. Identify the purposes of system software.

4. Identify types of common application software packages and their purposes.

5. Load and manipulate WordPerfect word processing software.

6. Load and manipulate spreadsheet software.

7. Load and manipulate dBASE III Plus database software.

8. Identify uses for computers in home and business problems.

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Eligibility

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[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Shorthand I	IMS 131 - Shorthand I	3 Credit Hours

Approved Programs
Associate in Applied Science Degree in Secretarial Science
Certificate Programs in Office Information Systems: Administrative Assisting, and Legal Secretarial.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **IMS 131 Shorthand I**, at Moraine Valley Community College as follows:

1. Take and transcribe shorthand at a minimum of 50 WPM.

2. Demonstrate a knowledge of the basic shorthand alphabet and theory and construct well-proportioned shorthand outlines fluently especially under the stress of dictation.

3. Demonstrate a knowledge of all the shorthand brief forms, phrases, and automatize the commonly used words and phrases.

4. Demonstrate an ability to read shorthand rapidly and accurately from textbook letters, homework notes, and dictation.

5. Refine skills in proofreading, spelling, business vocabulary, punctuation, typewriting, and other related pre-transcription skills.

6. Demonstrate basic transcription techniques by rapidly and accurately transcribing from textbook letters, homework notes, and dictation.

7. Demonstrate an attitude of dedication and a willingness to learn shorthand by attending class on time, doing homework and tapes, coming prepared for class activities, and to perform at ones highest level of ability.

8. Demonstrate basic employment traits such as listening, following directions, taking constructive criticism, and working with other people.

4/1992.

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This articulation agreement among Moraine Valley Community College and the secondary schools of the Moraine Area Career System is intended to provide college credit for skills and knowledge attained at the high school level and to eliminate duplication of instruction across the region. High school students who obtain such credit are able to make a productive transition to the college level. All courses subject to articulation have been analyzed by faculty from both the secondary and postsecondary level and found to be equivalent.

Eligibility

1. Beginning with the High School Spring Graduating Classes of 1991, students who have completed high school and who have completed the high school course(s) listed under [A] with a letter grade of "B" or better will be granted college credit for the Moraine Valley Community College course listed under [B] which is part of the occupational program.

[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Speedwriting	IMS 133 - Speedwriting	3 Credit Hours

Approved Programs
Associate in Applied Science Degree in Secretarial Science
Certificate Programs in Office Information Systems: Administrative Assisting, and Legal Secretarial.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **IMS 133 Speedwriting**, at Moraine Valley Community College as follows:

1. Take and transcribe with 95 percent accuracy on a three-minute dictation document.

2. Demonstrate a knowledge of basic alphabetic shorthand and construct well-proportioned shorthand outlines fluently especially under the stress of dictation.

3. Demonstrate a knowledge of all the alphabetic shorthand brief forms, phrases, and automatize the commonly used words and phrases.

4. Demonstrate an ability to read alphabetic shorthand rapidly and accurately from textbook letters, homework notes, and dictation.

5. Develop the ability to construct new outlines.

6. Refine skills in proofreading, spelling, business vocabulary, punctuation, typewriting, and other related pre-transcription skills.

7. Demonstrate basic transcription techniques by rapidly and accurately transcribing from textbook letters, homework notes, and dictation.

8. Demonstrate an attitude of dedication and a willingness to learn alphabetic shorthand by attending class on time, doing homework and tapes, coming prepared for class activities, and to perform at ones highest level of ability.

9. Demonstrate basic employment traits such as listening, following directions, taking constructive criticism, and working with other people.

4/1992.

MORAINE VALLEY COMMUNITY COLLEGE
AND
MORAINE AREA CAREER SYSTEM

TECH PREP ASSOCIATE DEGREE
ARTICULATION AGREEMENT
FOR
DEPARTMENT OF INFORMATION MANAGEMENT SYSTEMS

This articulation agreement among Moraine Valley Community College and the secondary schools of the Moraine Area Career System is intended to provide college credit for skills and knowledge attained at the high school level and to eliminate duplication of instruction across the region. High school students who obtain such credit are able to make a productive transition to the college level. All courses subject to articulation have been analyzed by faculty from both the secondary and postsecondary level and found to be equivalent.

Eligibility

1. Beginning with the High School Spring Graduating Classes of 1991, students who have completed high school and who have completed the high school course(s) listed under [A] with a letter grade of "B" or better will be granted college credit for the Moraine Valley Community College course listed under [B] which is part of the occupational program.

[A] **Regional High School Course(s)**	[B] **MVCC Course**	[C] **College Credit**
Word/Information Processing I & II	IMS 143 - Office Automation Concepts	3 Credit Hours

Approved Programs
Certificate Programs in Office Information Systems: Administrative Assisting, Legal Secretarial and Word Processing Operation.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

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The student's high school instructor acknowledges the requirements and course expectations of **IMS 143 Office Automation Concepts**, at Moraine Valley Community College as follows:

1. Demonstrate knowledge of basic wordprocessing and administrative support office systems.

2. Define administrative support in office operations.

3. Define terminology used with basic word processing and in the description of other office systems.

4. Identify types of equipment used in office and capabilities of each.

5. Describe integrated and distributed processing.

6. Define telecommunications services and terminology.

7. Demonstrate knowledge of common applications such as word processing, spreadsheets, and database management.

8. Identify career paths available in the information services industry.

MORAINE VALLEY COMMUNITY COLLEGE
AND
MORAINE AREA CAREER SYSTEM

TECH PREP ASSOCIATE DEGREE
ARTICULATION AGREEMENT
FOR
DEPARTMENT OF PUBLIC SERVICE

This articulation agreement among Moraine Valley Community College and the secondary schools of the Moraine Area Career System is intended to provide college credit for skills and knowledge attained at the high school level and to eliminate duplication of instruction across the region. High school students who obtain such credit are able to make a productive transition to the college level. All courses subject to articulation have been analyzed by faculty from both the secondary and postsecondary level and found to be equivalent.

Eligibility

1. Beginning with the High School Spring Graduating Classes of 1991, students who have completed high school and who have completed the high school course(s) listed under [A] with a letter grade of "B" or better will be granted college credit for the Moraine Valley Community College course listed under [B] which is part of the occupational program.

[A] **Regional High School Course(s)**	[B] **MVCC Course**	[C] **College Credit**
Early Childhood Education I & II	CCA 102 - Child Care Operations I	3 Credit Hours

Approved Programs
Associate in Applied Science Degree in Child Care.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

BEST COPY AVAILABLE

The student's high school instructor acknowledges the requirements and course expectations of **CCA 102 - Child Care Operations I**, at Moraine Valley Community College as follows:

1. Describe and compare the intellectual, physical, emotional and social characteristics and behavior of infants, toddlers, three, four and five year olds.

2. Describe actual tasks involved in teaching young children.

3. Compare advantages and disadvantages of teaching young children for them personally.

4. Contrast program models regarding time, facilities, relationships with parents and materials.

5. Compare common elements in programs for young children.

6. Describe how early childhood programs meet the needs of preschool children.

7. Become Familiar with activities for young children and different kinds of manipulative materials.

8. Become familiar with the Department of Children and Family Services and the Illinois Licensing Standards for Day Care Centers.

MORAINE VALLEY COMMUNITY COLLEGE
AND
MORAINE AREA CAREER SYSTEM

TECH PREP ASSOCIATE DEGREE
ARTICULATION AGREEMENT
FOR
DEPARTMENT OF RESTAURANT/HOTEL MANAGEMENT

This articulation agreement among Moraine Valley Community College and the secondary schools of the Moraine Area Career System is intended to provide college credit for skills and knowledge attained at the high school level and to eliminate duplication of instruction across the region. High school students who obtain such credit are able to make a productive transition to the college level. All courses subject to articulation have been analyzed by faculty from both the secondary and postsecondary level and found to be equivalent.

Eligibility

1. Beginning with the High School Spring Graduating Classes of 1991, students who have completed high school and who have completed the high school course(s) listed under [A] with a letter grade of "B" or better will be granted college credit for the Moraine Valley Community College course listed under [B] which is part of the occupational program.

[A] **Regional High School Course(s)**	[B] **MVCC Course**	[C] **College Credit**
Food Service Management I & II	RTM 102 Quantity Food Production I	4 Credit Hours

Approved Programs
Associate in Applied Science Degree in Restaurant/Hotel Mgt. and Culinary Arts Mgt.
Certificate Programs in Baking/Pastry Arts, Culinary Arts Management, and Restaurant/Hotel Management.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

BEST COPY AVAILABLE

The student's high school instructor acknowledges the requirements and course expectations of **RTM 102 - Quantity Food Production I**, at Moraine Valley Community College as follows:

The student will demonstrate a proficiency in the following general areas:

1. The history and development of modern formal service systems.
2. Job classifications and responsibilities within the commercial kitchen.
3. Sanitation and safety standards in regards to equipment, facilities, operations, and personnel hygiene.
4. Operation and maintenance of large and small equipment.
5. Operation and maintenance of hand tools and cutlery.
6. Standards of weights and measurements used in the commercial kitchen.
7. Stations and responsibilities within the commercial kitchen.
8. Cooking principles: heat & food, cooking methods, and seasoning and flavoring.
9. The structure, use and development of recipes.
10. Menu form and functions.
11. Nutritional consideration.
12. Standards for prepreparation within each station.
13. Standards, handling, and preparation of all food groups.
14. Operational flow and control standards within the commercial kitchen.

MORAINE VALLEY COMMUNITY COLLEGE
AND
MORAINE AREA CAREER SYSTEM

TECH PREP ASSOCIATE DEGREE
ARTICULATION AGREEMENT
FOR
DEPARTMENT OF TECHNOLOGY

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Eligibility

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[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Automotive III	Auto 112 - Auto Systems Operation and Service	3 Credit Hours

Approved Programs
Associate in Applied Science Degree in Automotive Technology
Certificate Program in Automotive Technology
Automotive Trade In-Service

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

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4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **Auto 112 - Automotive Systems Operation and Service**, at Moraine Valley Community College as follows:

1. Engine Specs: Use of service manuals (Motor or Chilton)

2. Engine Construction: Parts ID sheet (block, crank, rods, valve train). Basic Terms: bore, stroke, comp. ratio, engine disposition problem, and gasket types.

3. Electronic Basic Definitions, Vat 40 Testing: Starter and battery, use of meters; digital and analog, and use of test light.

4. Intro to Ignition Systems: Operation and testing, checking/setting base timing, hook-up and of use of tachometer. Use of Dist Machine: Check spark advances, pick-up coil, and dist. condition

5. Introduction to the Oscilloscope: Hook-up and basic waveform interpretation (secondary).

6. Compression Test: Hook-up and use of remote starter. Cylinder Leakage Test

7. Cooling System Service and Testing: Pressure testing, flushing, testing sending unit.

8. Lubrication and Oils, Sending Unit Operation (Testing)

9. Charging System: Basic troubleshooting parts ID, operation vat 40 testing.

10. Fuel Pumps, Delivery Systems and Testing. (Pressure, vacuum and volume testing - Mech., pressure testing - Electric)

11. Vacuum Gauge Usage and Interpretation

12. Fuel Delivery Systems Types and Operation
    A. Carburetor Circuits
    B. Basic TBI and PFI

13. Emission Testing and Interpretation (2 Gas)

14. Tire Wear and Wheel Balancing

15. Braking Systems and Brake Inspection

16. Suspensions Systems: Inspection and alignment terminology

17. Automatic Transmission Service

4/1992

MORAINE VALLEY COMMUNITY COLLEGE
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[A] **Regional High School Course(s)**	[B] **MVCC Course**	[C] **College Credit**
Tech Drafting/CAD and Mech. Drafting and Design	DFT 101 - Intro to Drafting	4 Credit Hours

Approved Programs
Associate in Applied Science Degree in Mechanical Design Drafting/CAD, and Industrial Engineering Technology.
Certificate Program in Mechanical Design Drafting.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

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4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **DFT 101 - Introduction to Drafting**, at Moraine Valley Community College as follows:

1. Given notes, sketches, and standard references, the student will produce engineering drawings of legibility and clearness in accordance with industrial standards.

2. Do metric to English and English to metric measurement. Use the mechanical engineers, civil engineers and metric scales correctly and accurately.

3. Construct correctly geometic forms needed for specific applications of geometric constructions.

4. Learn and use the principle planes of projection. Draw frontal and profile views, given the adjacent views.

5. Draw correctly auxiliary views in combination with the principle views.

6. Use cutting planes & proper sectioning techniques to draw the best sectional view.

7. Learn and correctly use the technques of dimensioning.

8. Operate reproduction equipment to produce quality prints.

4/1992

MORAINE VALLEY COMMUNITY COLLEGE
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TECH PREP ASSOCIATE DEGREE
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[A] **Regional High School Course(s)**	[B] **MVCC Course**	[C] **College Credit**
Computer Aided Drafting	DFT 130 - Intro to Microcomp-Aided Design	3 Credit Hours

Approved Programs
Associate in Applied Science Degree in Mechanical Design Drafting/CAD, and Industrial Engineering Technology.
Certificate Program in Mechanical Design Drafting.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

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4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **DFT 130 - Introduction to Microcomputer-Aided Design**, at Moraine Valley Community College as follows:

1. Define and explain correctly the concept of Micro-CAD.

2. Compare Micro-CAD and manual design and drafting in terms of speed accuracy, consistency and neatness.

3. Identify and list correctly Micro-CAD hardware components and define their functions.

4. Maintain and care for a Micro-CAD system.

5. Identify and list correctly Micro-CAD softwares and explain the purpose of each.

6. Describe the role of Micro-CAD system personnel.

7. Perform computer math properly for Micro-CAD applications and design problem purposes.

8. Describe CAD terminology, including CAD/CAM concepts.

9. Properly manipulate cursor for digitizing using tablets and mice for direct display interaction and editing purposes.

10. Accurately enter data through censor and menu or a alphanumeric keyboard to produce two dimensional shapes displays.

11. Perform correctly the functions to produce all the conventional practices of the drafting language.

12. Enter and manipulate data and display properly to produce multi-view orthographic drawings.

13. Initiate and correctly perform routines to store and retrieve drawings, parts tests and other data.

14. Modify display through rotation, mirror, scale, panning, move, copy, delete, zoom, and color change.

15. Enter and manipulate data and display using the absolute, relative, and polar coordinate system.

16. Manipulate "menu" structures, operate plotting and printing equipment correctly.

18. Display, manipulate and edit dimensions and text.

20. Enter data correctly to perform layering techniques.

4/1992

MORAINE VALLEY COMMUNITY COLLEGE
AND
MORAINE AREA CAREER SYSTEM

TECH PREP ASSOCIATE DEGREE
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DEPARTMENT OF TECHNOLOGY

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[A] Regional High School Course(s)	[B] MVCC Course	[C] College Credit
Electronics I and II	ELT 111 - Fund. of DC Electronics	4 credit Hours

Approved Programs
Associate in Applied Science Degree in Electronics: Process Control.
Certificate Programs in Electronics Technology.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

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4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **ELT 111 - Fundamentals of DC Electronics**, at Moraine Valley Community College as follows:

1. Set up and operate basic laboratory equipment observing proper safety precautions.

2. Calculate circuit values and solutions using a scientific calculator.

3. Analyze series, parallel, and series parallel circuits using OHM's Law.

4. Analyze series parallel circuits using superposition and other network theorems.

5. Measure voltage, current, and resistance using analog and digital multimeters.

6. Identify/describe the basic concepts of magnetism including Lenz's Law.

7. Identify/describe the basic concepts of time constants in inductive and capacitive circuits.

8. Develop an Awareness of corporate attitudes toward attendance, punctuality and appearance.

9. Perform variational analysis on series, parallel, and series parallel circuits.

10. Perform basic soldering techniques.

MORAINE VALLEY COMMUNITY COLLEGE
AND
MORAINE AREA CAREER SYSTEM

TECH PREP ASSOCIATE DEGREE
ARTICULATION AGREEMENT
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DEPARTMENT OF TECHNOLOGY

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[A] **Regional High School Course(s)**	[B] **MVCC Course**	[C] **College Credit**
Electronics III & IV	ELT 121 - Fund. of AC Electronics	4 credit Hours

Approved Programs
Associate in Applied Science Degree in Electronics: Process Control.
Certificate Programs in Electronics Technology.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

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4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **ELT 121 - Fundamentals of AC Electronics**, at Moraine Valley Community College as follows:

1. Set up and operate basic laboratory equipment observing proper safety precautions.

2. Calculate circuit values and solutions using a scientific calculator.

3. Identify/describe methods of generating alternating current.

4. Understand the effects of capacitors and inductors in an AC circuit.

5. Analyze RC and L/R reactive circuits applying Ohm's Law.

6. Identify/explain characteristics of resonant circuits and filters.

7. Identify/explain effects of RC and L/R time constants on AC waveshapes.

8. Develop an awareness of corporate attitudes toward appearance, punctuality, and responsibility.

9. Perform variational analysis on series, parallel, and series parallel RC, RL, and RCL circuits.

MORAINE VALLEY COMMUNITY COLLEGE
AND
MORAINE AREA CAREER SYSTEM

TECH PREP ASSOCIATE DEGREE
ARTICULATION AGREEMENT
FOR
DEPARTMENT OF TECHNOLOGY

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[A] **Regional High School Course(s)**	[B] **MVCC Course**	[C] **College Credit**
Electronics V and VI	ELT 132 - Fund. of Solid State Devices	4 credit Hours

Approved Programs
Associate in Applied Science Degree in Electronics: Process Control and Telecommunications.
Certificate Programs in Electronics Technology.

2. In order for credit to be granted, the student must enroll at Moraine Valley Community College within two calendar years following high school graduation and apply for Proficiency Credit. (After two calendar years, they are eligible for college credit through the Achieved Prior Learning (APL) Program.) This agreement is effective with students who graduated after January 1, 1991.

3. This agreement is subject to review and renewal on an annual basis.

4. The college course covered by this articulated agreement is designed to lead to the AAS degree or Certification of Proficiency in this program.

4/1992.

The student's high school instructor acknowledges the requirements and course expectations of **ELT 132 - Fundamentals of Solid State Devices,** at Moraine Valley Community College as follows:

1. Set up and operate basic laboratory equipment observing proper safety precautions.

2. Calculate circuit values and solutions using a scientific calculator.

3. Identify/describe the theory of semiconductor materials and devices.

4. Explain the use of the semiconductor dioodes in power supplies.

5. Examination of the characteristics of the transistor.

6. Examination and application of zener diode.

7. Characteristics of special purpose devices.

8. Characteristics of the three basic configurations

9. DC load lines and biasing.

10. Perform variational analysis.

11. Application of the diode in clipping, clamping, and voltage multiplication.

12. Study the characteristics of:
    A. JFET, MOSFET
    B. UJt, SCR
    C. Optoeelectronic Devices

SOUTH SUBURBAN COLLEGE
AND
MORAINE AREA CAREER SYSTEM

PROGRAM ARTICULATION AGREEMENT
FOR
DEPARTMENT OF TECHNOLOGY

Based upon the mutual concern for the continued growth of students pursuing one of the various programs, and in an effort to provide a continuing articulated program that builds on past learning experience and eliminate unnecessary duplication of instruction, we mutually subscribe to the following:

1. Beginning with the high school graduating class of 1992, students who have completed high school with a minimum overall high school grade point average of 2.0 on a 4.0 scale and who have completed the high school course listed under [A] with a 3.0 on a 4.0 scale (a "B" average will be accepted provided a "C" was earned in the first semester and an "A" the second semester) will be granted college credit for the South Suburban College course listed under [B] which is part of the occupational program.

[A]	[B]	[C]
High School Courses	**SSC Course**	**SSC Credit**
Construction Trades I	Bldg. 101 - Construction Materials and Methods I, Woods	4 Credit Hours

Approved Programs:
Building Code Enforcement (AAS-0558)
Construction Technology (AAS-0011)

2. Applicants for credit must meet all South Suburban College admissions requirements and must be an enrolled/registered student in good standing with South Suburban College.

3. All college credit awarded under the provisions of this agreement will be held in escrow until the student has earned a minimum of twelve [12] credits at the college.

4. Should a student scheduled to receive college credit under the terms of this agreement fail to make satisfactory progress in the next higher level course, if any, the student may be required to transfer back to a lower level course at the discretion of South Suburban College.

5. In order for credit to be granted, the student must enroll at South Suburban College within 24 months following high school graduation.

6. This agreement is subject to review and renewal on an annual basis.

7. The college course covered by this articulated agreement is designed to lead to the AAS degree or certification of proficiency in this program.

As the instructor, I am recommending that this student receive college credit per this agreement.

Student's Name

Address

City State Zip

19 SS# (- -)
Grad. Year Needed by Community College

Instructor's Signature Date

[ ] Argo Comm. High School [ ] Oak Lawn Comm. High School
[ ] Shepard High School [ ] Sandburg High School
[ ] Eisenhower High School [ ] Andrew High School
[ ] Richards High School [ ] Stagg Park High School
[ ] Reavis Twp. High School [ ] Evergreen Park Comm. H.S.

Yellow: Student White, Pink and Green: MACS Office

APPENDIX B

Business/ Industry and Education Partnerships

for a World-Class Work Force

MACS Moraine Area Career System

An Official Tech Prep System

MACS MORAINE AREA CAREER SYSTEM

Strengthening the partnerships between education and business and industry is critically important to improve future training and education for tomorrow's work force.

Collaboration among all levels of education, manufacturers, labor, government, and business is the key to narrowing the gaps between worker skills and current and future requirements of the work place.

Through the Moraine Area Career System, your company can do its part in ensuring today's students have necessary basic and specialized skills to become productive and efficient employees in the future.

About the Moraine Area Career System

The Moraine Area Career System is an educational cooperative of six high school districts in the southwest suburbs and their community college. The mission of the cooperative is to assist youth and adults as they plan and prepare for their future through lifelong learning.

The Moraine Area Career System strives to be a model comprehensive regional delivery system of academic and vocational/technical education. It provides leadership and support to the schools and community. MACS is market-needs directed and motivated, ensuring that students have the skills that are needed for today's jobs.

The system serves its member high schools and community college in a wide range of initiatives, such as:

Tech Prep
Business/industry joint ventures
High school to post-secondary program articulation 4+2+2
Integrating academic/career technical programs
Staff development
Regionwide activities
Guidance counseling services
Services for special populations including sex equity, individuals with physical disabilities, economically disadvantaged students
Labor market trends
Regional business/industry advisory councils

About Tech Prep

The Tech Prep Program of MACS represents an educational path that integrates post-secondary course work with a rigorous technical education concentration. Tech Prep prepares students with the skills and competencies necessary to meet employer's performance standards not only for entry-level jobs, but for career advancement as well. Tech Prep is a planned sequence of integrated academic and vocational/technical courses that begins at the ninth grade and is articulated with a post-secondary program at a community college. Tech Prep prepares students for a lifetime of learning and for advanced education such as a four- year degree.

How Your Business Can Become Involved

Your company can help students bridge the gap from high school to college and from college to the work force by the following:

Offer instructor/student internships — High school faculty can work at your company during summer for up-to-date experiences they can bring back to the classroom. Internships for students can be arranged to give them practical on-the-job experience to complement what they are learning in school.

Arrange tours of your facilities — Students can get a better idea of what it is like to work in their career area by getting a close look at day-to-day operations.

"Host a school" mentor program — Individuals from entry-level positions to top management can meet with students throughout the school year who are exploring career options.

Contribute staff development and training — When training seminars are offered for your employees, you can invite high school instructors to update their technical skills in a real-world lab experience.

Participate in business/industry speakers bureau — Employees from your company can speak to faculty and students about their area of expertise.

Serve on educational steering and/or advisory councils — Help ensure the curriculum for academic and vocational skills programs coincides with what is needed by today's workers.

Offer student scholarships — Your company can contribute to a MACS/Moraine Valley Community College Tech Prep Scholarship fund or establish your own scholarship to help finance college expenses for area students.

Donate supplies/equipment or loan equipment— Your company's opportunity to remove excess supplies and equipment while helping vocational education programs.

Members Served by MACS

District 217
Argo Community High School

District 218
Eisenhower High School
Polaris School for Individual Education
Richards High School
Shepard High School

District 220
Reavis Township High School

District 229
Oak Lawn Community High School

District 230
Andrew High School
Sandburg High School
Stagg High School

District 231
Evergreen Park Community High School

District 524
Moraine Valley Community College

Yes! My company would like more information about helping students prepare for a world-class work force.

Complete the following information and mail it today.

Company _____

Contact Person _____

Title/Career Area _____

Address _____

City _____

State _____ ZIP Code _____

Telephone (_____)_____

Best Time and Day to Call

Time _____

Day _____

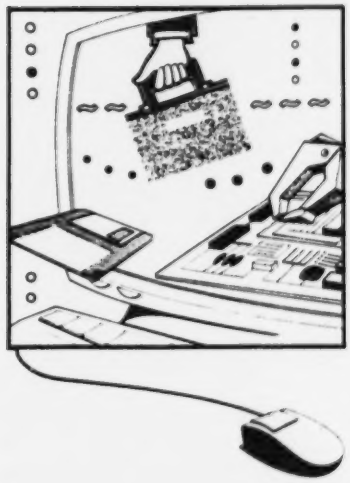
I would like a representative to contact me about:

- ☐ internships
- ☐ tours
- ☐ "host a school" mentoring program
- ☐ staff development/training
- ☐ speakers bureau
- ☐ steering/advisory councils
- ☐ scholarships
- ☐ equipment/services donation
- ☐ loan of equipment

APPENDIX C

College Credit
for
Vocational Skills...

Moraine Area
Career System
Presents



Making the Road to Success a Little Smoother and Shorter

Procedures for obtaining college credit after successful completion of high school courses

District 229
Oak Lawn Community High School

Oak Lawn Community High School Courses	Moraine Valley Community College Courses	College Credits
Business		
Marketing/Sales and Business Organization Marketing	BUS-100—Introduction to Business	3
Typing or Clerical Typing	IMS-100—Keyboarding I	3
Word Processing I and II	IMS-143—Office Automation Concepts	3
Speedwriting	IMS-133—Speedwriting	3
Accounting II	BUS-142—Introduction to Accounting	3
Home Economics		
Child Care/Develop. and Child Develop. Lab	CCA-102—Child Care Operations I	3
Food Service I and II	RTM-102—Quantity Food Production I	4
Industrial Technology		
Electricity	ELT-111—Fundamentals of DC Electronics	4
Electronics	ELT-121—Fundamentals of AC Electronics	4
Mechanical Drafting II	DFT-101—Introduction to Drafting	4
Vocational Auto Mechanics	AUT-112—Automotive Systems Operation and Service	3
Metal Technology II	To Be Announced	—
	South Suburban College Courses	
Fundamentals of Carpentry	BLDG -101—Construction Materials and Methods I, and Woods II*	4
Graphic Arts II	ART-101—Intro. to Graphic Arts*	3

**Courses are only available at South Suburban College.*

HOIC 740

Purpose

- Provide college credit for knowledge and skills students have mastered in high school.
- Eliminate duplication of instruction.

Eligibility

Grade of "B" or higher in high school vocational technical course(s)

When to Apply

Students are encouraged to make application(s) after high school graduation. Students have two years from the time of high school graduation to apply.

Procedures for Obtaining College Credit(s)

1. Students enrolled in high school vocational technical courses who meet the requirements will be provided a certificate of advanced placement by their high school instructor.
2. Copies of certificates of advanced placement will be forwarded to students, parents and the appropriate community college.
3. Students must:
   a. Apply for admission to the college.
   b. Meet with the college Admissions Office for college credit.

For Further Information

Contact:

Your High School Guidance Counselor or Vocational Technical Education Instructor

OR

College Service Center at
Moraine Valley Community College
10900 S. 88th Ave.
Palos Hills, IL 60465
(708) 974-2110

Federal vocational education funds provided through PL 101-392, The Carl D. Perkins Vocational and Applied Technology Education Act of 1990 were used to publish this brochure by the State of Illinois Council on Vocational Education.

An Equal Opportunity/Affirmative Action Employer. Printed by the Authority of the State of Illinois, December 1991.

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BUSINESS REPLY MAIL

FIRST CLASS MAIL PERMIT NO. 79 WORTH, IL

POSTAGE WILL BE PAID BY ADDRESSEE,

Moraine Area Career System
Moraine Valley Community College
10900 S 88th Ave
Palos Hills, IL 60465-9988

High School Career/Technical Education Programs

These are some of the career areas that students at member high schools can prepare for beginning in high school and continuing in college. The associate's degrees and certificate programs offered are listed, along with jobs available to graduates.

Accounting
Business Administration A.A.S., Finance and Credit A.A.S. • Bookkeeper, payroll clerk, accounting clerk

Automotive/Auto Body
Automotive Technician A.A.S. and Certificate • Auto and diesel mechanic, small-engine repair technician

Business Computer Operator
Business Computer System A.A.S. Certificate • Terminal operator, computer operator, computer programmer, systems analyst

Business Ownership and Management
Business Administration Associate A.A.S. • Small-business owner/operator, business manager

Child Care
Child Care A.A.S., Educational Paraprofessional Certificate • Child care worker, preschool teacher, child care center manager, teacher's aide, educational assistant

Clothing/Apparel Service
Fashion Merchandising Certificate, Interior Design Cooperative A.A.S. • Fashion coordinator, alterations and custom tailor, buyer, store manager

Construction
Building Construction Technology Cooperative A.A.S. • Carpenter apprentice, electrician apprentice, drywall installer, roofer, painter, building maintenance worker

Cosmetology
Cooperative Certificate • Hair stylist, cosmetologist

Drafting
Architectural Drafting Cooperative A.A.S. and Certificate, Computer Aided Design Certificate, Mechanical Design Drafting Certificate and A.A.S. • Mechanical and architectural drafter, computer aided design specialist

Electronics
Digital Technology, Telecommunications, Microcomputers A.A.S. and Certificates • Computer repair technician, digital technician, radio/T.V. service and repair, electricity/electronics technician, communications installer or repairer.

Food Service
Baking/Pastry Chef Certificate, Culinary Arts Management A.A.S. and Certificate • Cook, baker, caterer, chef, food service manager, dining room attendant, food server, banquet manager

General Office Clerk
Clerk Typist Certificate, General Office Clerk Certificate • Receptionist, typist, production clerk, claims clerk, shipping clerk, insurance clerk

Graphic Communications
Graphic Arts Cooperative A.A.S. • Camera operator, commerical artist, photographer, compositor, typesetter, graphic designer

Hotel Management
Restaurant/Hotel Management A.A.S. and Certificate • Hotel/motel manager, front desk manager, banquet/catering manager

Information Processing
Office Information Systems A.A.S. • Computer terminal operator, word processor, information specialist, records manager, information processing manager

Manufacturing
Industrial Engineering A.A.S. and Certificate, Machinist Certificate, Materials Production Control Cooperative A.A.S., Metallurgical Technology A.A.S., Welding Certificate, Computer Numerical Control Technology A.A.S. • Machine tool operator apprentice, machinist apprentice, combination welder, automoted manufacturing system technician, CNC technician

Product/Service Marketing
Marketing and Merchandising A.A.S. • Sales associate, stock clerk, cashier, customer service representative, wholesaler

Radio/T.V. Production
Cooperative A.A.S. • Broadcast technician, radio operator, camera operator, sound technician, light technician

Secretarial Science
Secretarial Science A.A.S., Administrative Assistant Certificate • Stenographer, secretary, legal or medical secretary, executive secretary, legal assistant

M A C S

T E C H P R E P

B U S I N E S S / I N D U S T R Y

D I R E C T O R Y

1 9 9 2 - 9 3.

APPENDIX D

Mr. Earl Powell
Argonne National Laboratories
Vehicle Maintenance Plant
9700 South Cass Avenue
Argonne, Illinois 60439

Ms. Charlene Gilbert, Manager
Illinois Bell
Automotive Operations
225 West Radnolph Street
Chicago, Illinois 60606

Mr. Robert Murphy
District Personnel Dept.
United Parcel Service
6700 West 73rd Street
Bedford Park, Illinois
60607

Mr. Jerry LaFond
Fox's Auto Rebuilders
9601 South Pulaski Road
Evergreen Park, Illinois
60642

Mr. Terry Kunes
Terry's Lincoln Mercury
9401 West 143rd Street
Orland Park, Illinois 60462

Mr. John Kunes
Terry's Buick
12000 South Western Avenue
Blue Island, Illinois 60406

Mr. Rich Romei, Ser. Dir.
Hawkinson Ford
6100 West 95th Street
Oak Lawn, Illinois 60453

Mr. Bruce Gordon, Ser. Dir.
Pete Georges Chevrolet
9440 South Cicero Avenue
Oak Lawn, Illinois 60453

Mr. Tony Rizza
Rizza Chevrolet
8200 South Harlem Avenue
Bridgeview, Illinois 60455

Mr. Joseph Rizza
Rizza Buick
119th and Harlem Avenue
Palos Heights, IL 60463

Ms. Barbara Hames
Hames Oldsmobile
11001 Southwest Highway
Palos Hills, Illinois 60465

Mr. Don Hunter
Palos Car Care
11754 Southwest Highway
Palos Hills, Illinois 60465

Mr. Richard Malinowski
Spitfire Automotive
10711 South Cicero Avenue
Oak Lawn, Illinois 60453

Mr. Frank Briezek
Solar Tune
4810 West 87th Street
Burbank, Illinois 60459

Mr. Frank Shirey
Shirey Cadillac
10125 South Cicero Avenue
Oak Lawn, Illinois 60453

Van Goethen & Prast Lincoln
Mercury
Attn: Mr. Van Goethen
5859 South LaGrange Road
Countryside, Illinois 60525

Airway Acura
Attn: General Manager
6420 Joliet Road
Countryside, Illinois 60525

Fairfield Ford
Mr. Paul Werges, Ser. Mgr.
14633 South Cicero Avenue
Midlothian, Illinois 60445

Mr. Russell Estabrook
District Manager
Bellcor Tech
7738 West Steger Road
Frankfort, IL 60423

Mr. Joe Melfi
6706 West 181st Street
Tinley Park, Illinois 60477

APPENDIX D

Mr. Andy Viso, Vice Pres.
Marketing and Sales
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Oak Forest, Illinois 60452

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1501 West Shure
Mail Stop IL 27
Arlington Heights, IL 60004

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McDonalds Corporation
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Orland Park, Illinois 60462

Mr. Fred Hagendorn
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Elk Grove Village, IL 60007

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J.R.L. Enterprises
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Burbank, Illinois 60459

Ms. Siegfriend Stober
1225 Brook Lane
Naperville, Illinois 60540

Mr. Alex Ottman
8812 West 81st Place
Hickory Hills, IL 60457

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Lippert, Inc.
Food Service Supplies
600 West 172nd Street
South Holland, IL 60473

Mr. George Michals
Consumers Packing Company
2930 South 19th Avenue
Broadview, Illinois 60153

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Carioto-Larsen, Inc., Produce
133 Water Market
Chicago, Illinois 60608

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Palos Park, Illinois 60464

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Oak Lawn, Illinois 60453

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Oak Lawn, Illinois 60453

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Bridgeview, Illinois 60455

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Budgeteer Motor Inn/Alsip
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Alsip, Illinois 60658

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Housekeeping/Dietary
St. James Manor
1251 East Richton Road
Crete, Illinois 60417

Ms. Paula Hall, R.D.
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New Lenox, Illinois 60451

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Holiday Inn/Hillside
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Hillside, Illinois 60162

Ms. Lorie L. Stevenson
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Brentwood Nursing & Rehab Ctr
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Burbank, Illinois 60459

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Oak Lawn, Illinois 60453

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Alsip, Illinois 60658

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Midwest Imports
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Ms. Rosemary Kuna
Office of Community Relations
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Eastman Kodak Company
ATTN: Human Resources
Department
1901 West 22nd Street
Oak Brook, Illinois 60521

Mr. Korwyn Berger
Taussigt Associates
7530 Frontage Road
Skokie, Illinois 60077

DuPont - NDT Systems
Attn: Human Resources Dept.
1509 Blackburn Street
Wheaton, Illinois 60187

Mr. David Ostergaard
Test Equipment Distributors
5408 West Sarasota
McHenry, Illinois 60050

Valley View

Moraine Valley Community College

Week of March 30, 1992

STAFF NEWSLETTER

Moraine Valley develops Tech Prep initiatives

by Barbara Wilcox

To kick off new initiatives and increase the awareness of Tech Prep within the business community, Moraine Valley hosted a community business/industry symposium on campus last week.

As an outreach of the Moraine Area Career System (MACS) and Moraine Valley, Tech Prep establishes an interactive educational experience, involving business, industry and academic institutions in the secondary and post-secondary educational careers of young people.

By working with secondary schools, business and industry, the goal is to promote the idea that college preparatory training incorporate advances in technology, industry, computers, and manufacturing into the curriculum.

"The technical advancements which will turn tomorrow's expectations into today's realities require initiatives now," said Dr. Vernon O. Crawley as he welcomed the business leaders attending the symposium. "And as we take these initiatives, we must not forget that we need to train and develop people, not merely fill jobs with skilled workers. Our purpose here is not to show you how to ensure your advanced technology positions can be filled. Our purpose is to discuss how we, as a community, can best develop our human resources."

According to David Corbin, director of MACS, "Tech Prep represents an educational path that integrates post-secondary course work with a rigorous technical education concentration. It is a planned sequence of integrated academic and vo-tech courses."

Tech Prep, according to Corbin, prepares students with skills and competencies necessary to meet employer performance standards for entry-level jobs, and for career advancement. In addition, the program will help to educate those interested in pursuing a technology career about the fields in which they are interested.

To promote the Tech Prep concept, one goal of Moraine Valley and MACS is to work with the business and industry community so that they, too, can help high school students learn about career and educational requirements for technology fields.

Gordon Kinkead from John Deere Harvester Works in Moline discusses the importance of business and industry partnerships.

"We need to involve business and industry leaders in the planning and development of curricula to keep the people of this community in jobs that continually push for technological advancements," Dr. Crawley said.

What's inside:

BEST COPY AVAILABLE

SCIENCE INTEGRATION IMPLEMENTATION WORKSHOPS

Sponsored by Moraine Area Career System Tech Prep Project

PHYS SCI/INDUS TECH
June 24, 25, and 26
8:30 a.m.-2:30 p.m.
Shepard H.S. Technology Cntr
Presenters-Science & Indus
Technology Instructors
from District 218

BIO & CHEM/FOOD TECHNOLOGY
June 22, 23, and 24
8:30 a.m.-2:30 p.m.
Andrew H.S. Food Serv Lab
Co-Presenters-District 218
& 230 Instructors

-Review pilot tested Science Integration Curriculum materials
-Conduct experiments and review software proagrams
-Participate in innovative sessions for developing implementation strategies
-Explore varying methods of Science integration
-Enrollment is limited to 20 individuals based on date of receipt of registration form

----------**DETACH AND MAIL**----------

REGISTRATION FORM

____ Phys Sci/Indus Tech ____Bio & Chem/Food Tech

Registration Fee $75.00 - Make checks payable to MACS

Name_____Soc. Sec. #_____

Home Address_____

City_____State_____Zip_____

Home Phone(____)_____School_____

Registration Deadline is May 30, 1992

Return form to: David Corbin, Director
Moraine Area Career System
10900 S. 88th Avenue
Palos Hills, IL 60465